

Communication is the process of exchanging information, ideas, thoughts, feelings, or messages between people or groups. It can be done through spoken words, written text, body language, gestures, or even digital platforms.

- ♦ Types of Communication:

1. Verbal Communication – Speaking and listening.

2. Non-verbal Communication – Body language, facial expressions, eye contact.

3. Written Communication – Letters, emails, books, messages.

4. Visual Communication – Signs, symbols, charts, graphs.

- ♦ Importance:

Helps build relationships

Solves problems

Shares knowledge

Builds teamwork and trust

✓ Public Speaking

Public speaking is the act of delivering a speech or presentation in front of an audience, whether large or small. It is a form of verbal communication.

◆ Key Elements of Public Speaking:

1. Speaker – The person delivering the speech.
2. Message – The content or topic being shared.
3. Audience – The listeners.
4. Feedback – Responses or reactions from the audience.
5. Delivery – Tone, body language, pace, and clarity.

◆ Skills Needed:

Confidence

Clear voice and pronunciation

Proper body language

Eye contact

Good preparation and practice

◆ Uses:

Giving presentations at school or work

Addressing public meetings or rallies

Motivational speaking

Teaching or training others

✓ Difference Between Communication and Public Speaking:

Feature	Communication	Public Speaking
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Scope	Can be one-on-one or group	Usually one-to-many
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Form	Can be informal or formal	Usually formal
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Interaction	Two-way (both speak and listen)	Mostly one-way (speaker to audience)
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Purpose	Daily exchange of ideas	To inform, persuade, entertain
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